

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-196 **Issue Date:** 10-21-15 **Closing Date:** 11-03-15

**Health Advocate Specialist**  
**CHR Program**  
**Department of Human Services**  
**Hourly Wage: \$13.87/Regular/Full-Time**

Primary responsibility is to plan, develop and organize health education projects for individuals and groups. The Health Advocate Specialist will maintain communications and will coordinate all projects with other tribal health programs, Indian Health Services and other departments/agencies in the area. The employee will coordinate health outreach needs of the clients to CHR staff to implement. This position will require a flex schedule to provide assistance in transportation requests.

**Knowledge, Skills and Abilities:**

- Knowledge of Yakama Nation culture, customs and traditions.
- Knowledge about the community, general public and area.
- Knowledge in guidelines of HIPPA to maintain confidentiality of client specific information.
- Knowledge about policies, procedures and guidelines of health care providers/facilities.
- Ability and skill to make presentations to groups.
- Ability to demonstrate communication skills both oral and written.
- Ability to demonstrate compute skill with working knowledge of software programs such as: Word, Excel, Power Point and Outlook.
- Ability to demonstrate compute skills to develop and manage a data base for reporting statistics of the program.
- Ability to demonstrate dependability, confidentiality, initiative and display professional attitude in all interactions with clients, personnel and general public.

**General Recruiting Indicators:**

- Minimum of an Associate of Arts Degree with a minimum of one year public service experience. Must be able to work a flex schedule.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Nation Tribal Drivers Permit.